

Divorce Part I
SEPARATE DIVORCE WITH MINOR CHILDREN
MILWAUKEE COUNTY

FILING FEES (\$0, with an approved fee waiver)

- **\$198.00**

SERVICE FEES (\$0, with an approved fee waiver)

- **\$60.00 - for personal service by Milwaukee County Sheriff**

FORMS AND COPIES NEEDED

- Petition With Minor Children (*6 copies*)
- Summons With Minor Children (*6 copies*)
- Confidential Petition Addendum (0 copies)
- Are there disagreements on automobiles, bills, housing, etc? Do you need a court order to help resolve that?
 - If yes, complete the Order to Show Cause for Temporary Relief and the Affidavit for Temporary Relief with Minor Children (*6 copies*)
- Petition for Waiver of Fees, if applicable

HOW TO REQUEST A FEE WAIVER

1. Fill out the Petition for Waiver of Fees.
 - Sign in front of a notary public (available in Room 104).
 - Bring proof of a month's worth of income or public benefits.
2. **Room G-9—Legal Resource Center** – will assist in printing proof of FoodShare (Quest card does not qualify as proof).
3. **Room 609—Chief Judge's Office** will approve or deny the Fee Waiver.

HOW TO FILE THE MOTION, SCHEDULE A COURT DATE (if needed), & SERVE PAPERS (required)

1. **Room 104 – Clerk of Courts Office**
 - File documents with cashier
 - Pay filing fee or present approved fee waiver
2. **Room 707 – Family Court Commissioner**
 - Clerk will give you a temporary hearing court date (if requested)
 - You will receive an **Administrative Dismissal Date**. This is not a court date—it is a deadline. Case will be dismissed if *all* remaining paperwork is not completed by this date.
3. **Room 101 – Child Support Services**
 - If you or your spouse have ever received public benefits, deliver a copy of the Summons and Petition (and request for a temporary order, if applicable) to Child Support Services
4. The other party must be personally served with the papers within 90 days of filing or divorce may be dismissed.
 - **Room 102, Safety Building—Sheriff's Department:** if the other party lives in Milwaukee County or, private process server
 - If the other party does not live in Milwaukee County, contact the Sheriff's Department in that county or a private process server to arrange service

HOW TO COMPLETE REMAINING PAPERWORK

- Schedule your **Parent Education Class**
- Contact Milwaukee Justice Center by phone (278-2912) to set up an appointment for your "Part 2" paperwork. Help with Part 2 of divorce is **only** available by scheduled appointment; no walk-in appointments available.
- Bring proof of service and complete Financial Disclosure to the Part 2 appointment.



This document was created by the
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